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## U.S. Probation - District of Minnesota

[www.mnp.uscourts.gov](http://www.mnp.uscourts.gov)

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### Who are we?

*In 1925, Congress enacted legislation establishing the Federal Probation System. Today there are 94 Federal District Courts. Each District has a U.S. Probation Office. We are the U.S. Probation Office, District of Minnesota. We provide presentence investigation and post-conviction supervision and intervention services to the Federal Courts. Our Office possesses a multi-dimensional knowledge base in law and human behavior. We serve the entire state of Minnesota with offices in Minneapolis, St. Paul, Duluth, Fergus Falls, and Bemidji. As a component of the Federal Judiciary responsible for community corrections, we are fundamentally committed to providing protection to the public and assisting in the fair administration of justice.*

### What types of career opportunities are available?

Please feel free to visit our website for information regarding U.S. Probation career opportunities! [www.mnp.uscourts.gov](http://www.mnp.uscourts.gov)

We have a number of internship opportunities available to talented, energetic, and knowledge-seeking students in career disciplines of Criminal Justice, Journalism, Business Administration, and Information Technology. Hours are flexible for intern positions. Please note that although our internships are unpaid, the experience will give you a competitive edge in the employment market and the chance to obtain experience before graduation.

- ★ **Criminal Justice Interns** are involved in a variety of different areas associated with the supervision and pre-sentence investigations of Federal offenders. The agency offers a challenging and professional work environment to candidates who display an interest in the growing field of criminal justice. Interns have the opportunity to work with Probation Officers and other probation staff. Students from all majors and disciplines are encouraged to apply. Interns are expected to work at least 400 hours (24 hours per week).
- ★ **Journalism Interns** help create, write, design, and edit informative, appealing, professional agency news pieces. Interns receive the opportunity to learn about our agency, work with Probation Officers, and gather newsworthy statistics for official publication. Students also have the opportunity to contribute to the overall design and creativity of our annual report format.



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- ★ **Business Administration Interns** are involved in a variety of different areas of business including: Human Resources, Public Administration, Finance, Procurement, Internal Controls, Budget, and special project support. Interns will have the opportunity to work directly with the Budget Analyst, Human Resources Specialist, and Administrative Manager. Interns will gain knowledge of Public Administration procedures.
- ★ **Information Technology Interns** assist the Information Systems team in maintaining a complex systems infrastructure network. Interns have learning opportunities in the areas of help desk services, network administration, hardware and software installation, systems development, software programming, website administration, wireless/broadband networking, and supporting a variety of peripheral technologies used by the Probation Office.

### Intern Qualifications

- Must be a U.S. Citizen or eligible to work in the United States.
- Must be an undergraduate student, graduate student, or a recent college graduate.
- Applicants should have a high level of maturity, reliability, integrity, and confidentiality.
- Must pass a background investigation.

### Other U.S. Probation Career Opportunities Include:

Probation Officer  
Probation Services Assistant  
Probation Clerk/Support Specialist  
Information Technology

### How to Apply

If you are interested in applying for one of these exciting opportunities, please e-mail your letter of interest and resume to:

[hr-mnprob@mnp.uscourts.gov](mailto:hr-mnprob@mnp.uscourts.gov)